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Approved For Release 2003/05/05 : CIA-RDP84-00780R003100110072-9

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FILE1969
4 DEC 1969

MEMORANDUM FOR: Deputy Director for Support

ATTENTION: Regulations Control Branch, Support Services
Staff, Room 506, Magazine BuildingSUBJECT: Draft A of Proposed [] Revised,
Language Development Program

The subject draft regulation is designed to implement policy approved by the present DCI in 1966 and promulgated in [] of 11 May 1966. We note that the draft does not include certain points of that policy, specifically the substance of paragraphs 1a and 1c of []. We understand, however, that the Language Development Committee has come to view the goals set in 1966 as unrealistic and probably unrealizable, and this office is therefore prepared to concur in the substance of the draft. We have sought to assure ourselves that policy changes implicit in the subject draft are clearly understood and approved by the front office of the Agency. We are not sure that this is the case and therefore suggest that the matter again be reviewed with the Executive Director-Comptroller.

/s/ Gordon M. Stewart

Gordon M. Stewart
Inspector General

11 March 1969

Note for the Record

Since Colonel White approved for publication the regulation text essentially as it will be printed -- and without commenting on the relaxation from [] -- and subsequently, at a Deputies' Meeting, talked in terms of meeting even further reduced requirements, I did not feel it necessary to get him to re-read as suggested by Mr. Stewart in this memorandum.

(Orig of this memo is
in the RCB official file.)

[]
John W. Coffey

(This Note for the Record was forwarded to RCB
for addition to orig memo -- on 3/18/69.)

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Next 2 Page(s) In Document Exempt

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UNCLASSIFIED		CONFIDENTIAL		SECRET	
OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS <i>KL</i>		DATE	INITIALS	
1	Executive Director-Comptroller 7E12 Hqs		11/15	W	
2	DD S		15 Nov	V	
3	<i>M.</i> [Redacted]		11-18-68	RBCS	
4	[Redacted]				
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks: Colonel White:					
<p>On my 14 Oct 1968 memorandum to you in which you concurred in putting into final coordination the proposed revision of [Redacted] Language Development Program, you added a note asking if this Program can be done with the present resources. I requested Mr. Richardson to prepare a reply for you, which is attached. He states that with some adjustments OTR's resources are adequate to meet presently known training requirements.</p> <p><i>Boyd</i> [Redacted] [Redacted]</p>					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	
Deputy Director for Support 7D26 Hqs				13 NOV 1968	
UNCLASSIFIED		CONFIDENTIAL		SECRET	

FORM NO. 1-67 237 Use previous editions

(40)

SECRET

DTR-2226

4 NOV 1968

Executive Registry

68-4479

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Proposed Revision of []
Language Development Program

FILE

Training 25X1

1. This is in response to Colonel White's query appended to your memorandum, same subject as above, dated 14 October 1968. With some adjustments, OTR's resources are adequate to meet presently known training requirements. If arising from the publication of the Language Regulation, requirements increase, and they must if the goals of the Language Development Program are to be met beginning on 1 January 1971, there remains a small flexibility within Language School resources before additional space, funds and personnel become essential. Neither BALPA nor heightened interest in language training has had a serious impact as yet, except for space, on the Language School's resources. In the first quarter of FY 1969 there has been a 10% full-time training increase over the comparable period in FY 1968.

2. The external language training program for the first quarter of FY 1969 reveals 61 students studying 17 languages with an estimated cost of \$56,263. This is over half of the entire amount spent in FY '68. Obviously if requirements for external training are to maintain this level, or increase, additional funds will be necessary.

3. The Language School needs the two additional linguists recommended by the IG and these we can accommodate within our TO. I am concerned with the efficiency of our linguists in monitoring the efforts of native speaking teachers, and I have about concluded that the trouble lies in a wrong organizational structure which burdens linguists with administrative details. To rectify this at least two and possibly three Departments need an administrative assistant. We are presently attempting to find ways of resolving this problem.

4. The new Language Development Program is demanding of time and money; yet, its realization will be less dependent on additional resources than on the willingness of each Directorate to establish realistic language requirements, to balance these against existing capabilities and to program the training needed to facilitate a viable rotation of qualified linguists.

for []
JOHN RICHARDSON
Director of Training

25X1

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UNCLASSIFIED		CONFIDENTIAL		SECRET	
OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS		DATE	INITIALS	
1	Executive Director-Comptroller 7E12 Hqs				
2					
3					
4					
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
<p>Remarks: Colonel White:</p> <p>On my 14 Oct 1968 memorandum to you in which you concurred in putting into final coordination the proposed revision [redacted] Language Development Program, you added a note asking if this Program can be done with the present resources. I requested Mr. Richardson to prepare a reply for you, which is attached. He states that with some adjustments OTR's resources are adequate to meet presently known training requirements.</p> <p style="text-align: right;">R. L. Bannerman</p>					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	
Deputy Director for Support 7D26 Hqs					
UNCLASSIFIED		CONFIDENTIAL		SECRET	

FORM NO. 1-67 237 Use previous editions (40)

- Orig - Adse w/O of att (DD/S 68-5535 dtd 4 Nov 68 to DD/S fr D/T, same subj)
 ✓ DD/S Subj w/cy of att & background (DD/S 68-5130, 68-4443, 68-4952, 68-4690)
 1 - DD/S Chrono

SA-DD/S:DBP:fav (13 Nov 68)

SECRET

NOV 1968-5535
DTR-2226

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Proposed Revision of [REDACTED]
Language Development Program

25X1

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[REDACTED]

for John Richardson
Director of Training

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Deputy Director of Training
819 1000 Glebe

25X1 Attached is a copy of DD/S 68-5130 on which Colonel White has instructed that proposed [] Language Development Program, be coordinated for publication. This proposed regulation has been sent to Chief, Support Services Staff, for the necessary coordination.

Please prepare an appropriate reply to Colonel White's last sentence re the adequacy of present resources for this program.

25X1
25X1
Special Assistant to the DD/S [] 7D02 22 Oct 68

SA-DD/S:DBPdIk (22 Oct 68)

Distribution:

Orig - Adse w/cy of DD/S 68-5130

1 - DD/S Subject w/O of DD/S 68-5130

1 - DD/S Chrono

DD/S 68-5130: Memo dtd 14 Oct 68 to ExDir-Compt frm DD/S
subj: Proposed Revision of [] Language
Development Program

25X1

Chief, Support Services Staff
710 Mag. Bldg.

25X1 Attached is a copy of DD/S 68-5130 on which Colonel White has instructed that proposed [] Language Development Program, be coordinated for publication. Please effect the necessary coordination with sufficient follow-up to prevent its bogging down in the process.

25X1 []

25X1 Special Assistant to the DD/S [] 7D02 22 Oct 68

SA-DD/S:DBP:dlk (22 Oct 68)

Distribution:

- Orig - ~~wx~~ Adse w/cy of DD/S 68-5130
- 1 - DD/S Subject w/O of DD/S 68-5130
- 1 - DD/S Chrono

DD/S 68-5130: Memo dtd 14 Oct 68 to ExDir-Compt frm DD/S
subj: Proposed Revision of [] Language
Development Program

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DD/S 68-5130

14 OCT 1968

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Proposed Revision of [] Language
Development Program

25X1

1. Considerable effort has gone in to the rewriting of this regulation. A major complication, and one in which you were greatly interested, is the identification of positions which must be filled by a person achieving language competence. The problem is complicated by the existence of our flexible T/O's with multiple-incumbency positions. Additionally there was the problem of allowing sufficient latitude for the movement of personnel from position to position as promotions, transfers and other actions are in order.

2. A compromise was reached and is set forth in paragraph 3 (c) (POLICY) which states that "language requirements will be identified by organizational unit and, to the extent possible, by position." This is the most significant change.

3. The draft regulation is ready for final coordination but I feel that your approval of this compromise action is necessary before we seek coordination approval. Your concurrence in this approach is requested.

[]

25X1

R. L. Dannerman
Deputy Director
for Support

Att: Draft []

CONCUR:

[]

L. K. White

Executive Director-Comptroller

This is a pretty ambitious program but let's put it in the coordination machinery and see how it comes out. 16 Oct 68

Date

Can you do any of this with present resources?

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GROUP 1
Excluded from automatic
downgrading and
declassification

[]

ILLEGIB

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TRAINING

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3. LANGUAGE DEVELOPMENT PROGRAM

a. GENERAL. The purpose of the Language Development Program is to develop skills in foreign languages required to discharge the mission and functions of the Agency. The program calls for determining requirements for foreign language competence, training personnel, testing language aptitude and proficiencies, and maintaining records.

b. DEFINITIONS

(1) For the purposes of this regulation professional positions and personnel are those so identified in the subcategory codes of the Occupational Handbook of Position Titles and Codes published by the Office of Personnel.

c. POLICY

(1) The Agency's language requirements will be identified by organizational unit and, to the extent possible, by position.

(a) For each unit which requires language competence the languages and levels of proficiency, the number of requirements at each level of proficiency and the minimum number of language-qualified personnel needed will be identified.

(b) When a position has specific language requirements it will be so identified. For some positions, language competence may be required of all incumbents, while for others it may be required of only some of the incumbents.

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TRAINING

Once these specific requirements have been identified the remainder of the unit's language needs comprise its general requirement. To meet these general needs certain positions will be designated as unit language positions.

- (c) Requirements are to be reviewed and updated by 1 December of each year.
- (2) By 1 January 1971, unless a waiver is granted in each case by the Deputy Director concerned:
 - (a) Any employee occupying a position for which specific language requirements exist must have a tested proficiency in the required language at the required level, and
 - (b) Any new assignee to a position designated as a unit language position must have a tested proficiency in a language and at a level which meets one of the unit's general language needs if any of those needs is unfilled.
- (3) An employee's proficiency test score in a foreign language is considered valid for three years only, unless:
 - (a) The employee is stationed in a country where the language is the primary language,
 - (b) The employee uses the language regularly in his work, or
 - (c) The employee has a tested native level of proficiency in the language.

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- (4) All professional employees in headquarters on 1 January 1971, except those who are to retire within five years, must have valid test scores for the foreign languages in which they claim any degree of knowledge.
- (5) All newly hired professional employees will be tested for language aptitude. When a new employee is determined by the Office of Training to have knowledge of a foreign language, his proficiency will be tested.
- (6) All professional PCS returnees from overseas [] [] who are determined by the Office of Training to have any degree of knowledge of a foreign language will have their proficiency tested.
- (7) Staff personnel assigned to headquarters or to [] [] field stations may acquire language proficiency through directed or voluntary study at internal or external facilities.

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d. RESPONSIBILITIES

- (1) Each Deputy Director will
- (a) Identify, for each of the organizational units of his directorate which has foreign language requirements, the languages needed, the necessary proficiency levels, the number of requirements at each level, and the minimum number of language-qualified personnel to satisfy the unit's language requirement, and identify positions in

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that unit according to the description given in paragraph 3c(1) above.

- (b) Select employees for these language-designated positions and organizational units.
- (c) Insure that his directorate has an adequate number of employees with tested foreign language capability to satisfy the directorate's requirements.
- (d) Submit to the Language Development Committee by 1 January of each year a list of employees for whom language requirements have been waived.
- (e) Formulate within one year after the issuance of this revised regulation a directorate policy for the development of language skills, considering, in addition to the specific operational needs of his directorate:
 - (1) The language requirements for junior professional officers,
 - (2) Encouragement of a courtesy level proficiency in the language of the host country for professional and non-professional employees assigned overseas,
 - (3) Inclusion of evaluative comments on language skills in fitness reports,
 - (4) Language aptitude and foreign language proficiency as factors in recruitment of new Agency employees, and in the determination of entering grade,

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TRAINING

- (5) Use of Quality Step Increases as incentives for self-study of languages for which the directorate has a priority need, for superior achievement in sponsored study of such languages, and for development of usable proficiency in any language through self-study and personal effort while assigned overseas.
- (6) Language competence as a factor in promotion.
- (2) The Director of Personnel will
 - (a) Record and report to the Deputy Director concerned and to the Language Development Committee the language and proficiency level requirements of organizational units and the language positions by type of designation (i.e., positions requiring language competence of all incumbents, positions requiring language competence of one or more incumbents, or positions requiring language competence to the extent necessary to meet the unit's overall general language needs. Positions with no language significance need not be reported.)
 - (b) Refer all newly employed professional personnel who were not tested as applicants to the Office of Medical Services for scheduling of the Agency's language aptitude test.
 - (c) Refer all professional employees entering on duty to the Office of Training for scheduling of language proficiency tests.

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(d) Refer all professional PCS returnees from overseas ☐

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☐ to the Office of Training
for scheduling of language proficiency tests.

(3) The Director of Training will

(a) Define the levels of foreign language proficiency.

(b) Provide or arrange for all foreign language training as
required by the Deputy Directors.

(c) Provide or arrange for all foreign language proficiency
testing.

(d) Record and report to the Deputy Director concerned, to
the Office of Personnel and to the Language Development
Committee, the tested language proficiency of employees.

(e) Certify individual employee language proficiency as
required by the Deputy Director concerned.

(f) Schedule when applicable all professional employees
entering on duty or returning PCS from overseas ☐

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☐ and such others as the directorates
designate for language proficiency tests.

(g) Prepare for each Deputy Director quarterly reports on
his employees who were scheduled for proficiency tests
during the preceding 90 days and who have not been tested.

(4) The Director of Medical Services, through his Assessment and
Evaluation Staff, will

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TRAINING

- (a) Administer, directly or in conjunction with the Office of Personnel, the Agency's language aptitude tests and report the scores to the Office of Personnel and the Office of Training.
- (5) The Language Development Committee, consisting of one representative of each Deputy Directorate, one from the Office of Personnel, and the Director of Training or his Deputy, with the representative of the Office of Training as the chairman, will
- (a) Advise senior Agency officials on policies and procedures related to the Agency's foreign language program.
- (b) Prepare an annual progress report on the Agency's foreign language program for the Director of Central Intelligence.

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DD/S 68-5130

14 OCT 1968

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Proposed Revision of Language
Development Program

25X1

1. Considerable effort has gone in to the rewriting of this regulation. A major complication, and one in which you were greatly interested, is the identification of positions which must be filled by a person achieving language competence. The problem is complicated by the existence of our flexible T/O's with multiple-incumbency positions. Additionally there was the problem of allowing sufficient latitude for the movement of personnel from position to position as promotions, transfers and other actions are in order.

2. A compromise was reached and is set forth in paragraph 3 (c) (POLICY) which states that "language requirements will be identified by organizational unit and, to the extent possible, by position." This is the most significant change.

3. The draft regulation is ready for final coordination but I feel that your approval of this compromise action is necessary before we seek coordination approval. Your concurrence in this approach is requested.

SIGNED R. L. Bannerman

R. L. Bannerman
Deputy Director
for Support

Att: Draft

CONCUR:

Handwritten:

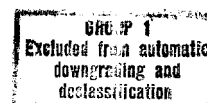
"This is a pretty ambitious program but let's put it in the coordination machinery and see how it comes out.

Can you do all of this with present resources?

/s/LKW"
16 Oct 68
Date



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4 NOV 1968

IN REPLY REFER TO:
JOB 5190-A-BIJ

MEMORANDUM FOR: Executive Director-Comptroller
Deputy Director for Science and Technology
Deputy Director for Plans
Deputy Director for Intelligence
Inspector General
General Counsel

SUBJECT : Proposed Revision of [] Language Development Program

REFERENCE : [] dtd 11 May 66, CIA Foreign Language Program

1. We submit for your concurrence or comment a proposed revision of [] Language Development Program. The revision, designed to implement the policies announced in reference, reflects the work of the Language Development Committee.

2. The crosshatch and underscore technique we normally employ was unsuited to this proposal because the changes were so major. Comparison with reference notice will probably be more useful than comparison with the existing regulation. You will note that, while the notice refers to establishment of language requirements by position, the proposed regulation provides for identification of language requirements "by organizational unit and, to the extent possible, by position." This change, made to accommodate the program to the Agency's flexible T/O with its multiple-incumbency positions, allows latitude for the movement of personnel from position to position as they are promoted, transferred, etc. The Executive Director-Comptroller has concurred in this change.

4. Questions on the proposal should be directed to Mr. [] A concurrence sheet is attached for your convenience. We request comment or concurrence within 20 workdays.

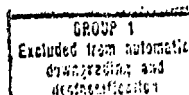
[]
Chief, Support Services Staff

Attachments:

1. Proposed Revision of []
2. Concurrence Sheet

cc: DTR
D/P
SSA-DDS

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2 October 1968

To Mr. Bannerman -

Although it is possible to nit-pick further the attached draft, I believe that we must not further delay its publication. I hope to get around the usual regulation coordination delay cycle by involving the Assistant Deputies as members of the Regulations Committee. For the reasons indicated in [] 29 August memorandum, I believe it might be a good idea to show the regulation as now worded to Colonel White to be sure that it meets with his approval before releasing the memorandum to the other Assistant Deputies. This would avoid pressuring them and possibly having to go back later if Colonel White subsequently decided he did not go along with some revision of the Regulation. I would suggest personally carrying it to him for his perusal following which, if he agrees, it would be put out for this unusual Regulations Committee "vote sheet" action.

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John W. Coffey

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DDA 68-4443

29 AUG 1968

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TO : Mr. Coffey via [redacted]

SUBJECT: Proposed Revision of [redacted] Language Development Program

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1. Attached are copies of a proposed revision of [redacted] Language Development Program. Since its submission by the Language Development Committee in May it has undergone considerable change to achieve more precise definitions of what is wanted and to ensure that the program, once adopted, can be implemented. It has also been the subject of much editorial work in Regulations Control Branch, which has attempted to reduce the technical requirements to terms readily understood by the personnel who will have to rely on the regulation for day-to-day guidance.

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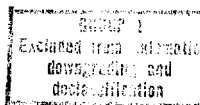
2. A major complication in the presentation of the program lies in the existing commitment to control language requirements on a position basis. This concept, which is stated in [redacted] 11 May 1966, does not take into account the impact of our flexible T/O with its multiple-incumbency positions, nor does it allow sufficient latitude for the movement of personnel from position to position as they are promoted, transferred, etc. In discussions between SIPS analysts and OTR a compromise solution was arrived at, calling for identification of language requirements, first, by unit and, secondly, to the extent possible, by position. This agreement was reached in terms of the ways the T/O would show unit and position language needs; development of regulatory language followed.

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3. Colonel White has made his interest in this program clear. His comments on the subject suggest that he expects the control over the program to be a position control. You may wish to discuss with him informally the compromise which the attached proposal represents, and the technical and practical reasons behind the compromise. If you want a briefing on the control system it could be provided either by OTR ([redacted] has been the person most involved) or by someone from SSS.

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Subject: Proposed Revision of Language Development Program

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4. The Language Development Committee requested that, in lieu of normal coordination, the proposal be considered by your Regulations Committee. The controversial nature of the program would justify committee attention, we believe, and copies of the proposal are available in case you agree and wish to provide committee members with copies in advance of the meeting. A copy of the edited version has been given to OTR, and we understand they are providing copies in turn to the members of the Language Development Committee.

5. If you decide to call the Regulations Committee, we will provide whatever support you require.



25X1

Chief, Support Services Staff

Attachment: As stated

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DD/S 68-4952

MEMORANDUM FOR: Assistant Deputy Director for Intelligence
Assistant Deputy Director for Plans
Assistant Deputy Director for Science & Technology

SUBJECT : Proposed Revision of Language Development Program

25X1

1. Each Directorate is aware of the pressing interest of the Director and the Executive Director-Comptroller in the improvement of the Agency's language capabilities. As you know, this was the subject of comment at recent Executive Committee and Deputies Meetings.

2. The Language Development Committee, with representatives of each Directorate and chaired by the Deputy Director of Training, has labored for months to produce an agreed revision of Headquarters Regulation subject: Language Development Program. Attached is a copy of the Regulation proposed for publication by the Committee as edited by our Regulations Control people.

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3. I believe that the importance of the subject matter as well as the time factors mentioned in the above paragraphs warrant action by the Committee on Regulations, of which you are a member. I believe that there has been sufficient inter-Directorate coordination to permit each of us to concur in the publication without further coordination of the attached wording. If this is not the case, it will be necessary to call a meeting of the Committee on Regulations for the purpose of arriving at final wording.

4. It is requested that you advise, not later than 11 October 1968, the concurrence of your Directorate in the publication of the revised as attached.

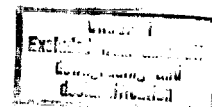
25X1

John W. Coffey
Assistant Deputy Director
for Support

Att

cc: Chairman, Language Development Committee

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TRAINING

25X1

3. LANGUAGE DEVELOPMENT PROGRAM

a. GENERAL. The purpose of the Language Development Program is to develop skills in foreign languages required to discharge the mission and functions of the Agency. The program calls for determining requirements for foreign language competence, training personnel, testing language aptitude and proficiencies, and maintaining records.

b. DEFINITIONS

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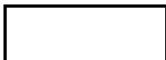
(a) For each unit which requires language competence the languages and levels of proficiency, the number of requirements at each level of proficiency and the minimum number of language-qualified personnel needed will be identified.

(b) When a position has specific language requirements it will be so identified. For some positions, language competence may be required of all incumbents, while for others it may be required of only some of the incumbents.

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Once these specific requirements have been identified the remainder of the unit's language needs comprise its general requirement. To meet these general needs certain positions will be designated as unit language positions.

- (c) Requirements are to be reviewed and updated by 1 December of each year.
- (2) By 1 January 1971, unless a waiver is granted in each case by the Deputy Director concerned:
 - (a) Any employee occupying a position for which specific language requirements exist must have a tested proficiency in the required language at the required level, and
 - (b) Any new assignee to a position designated as a unit language position must have a tested proficiency in a language and at a level which meets one of the unit's general language needs if any of those needs is unfilled.
- (3) An employee's proficiency test score in a foreign language is considered valid for three years only, unless:
 - (a) The employee is stationed in a country where the language is the primary language,
 - (b) The employee uses the language regularly in his work, or
 - (c) The employee has a tested native level of proficiency in the language.

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- (4) All professional employees in headquarters on 1 January 1971, except those who are to retire within five years, must have valid test scores for the foreign languages in which they claim any degree of knowledge.
- (5) All newly hired professional employees will be tested for language aptitude. When a new employee is determined by the Office of Training to have knowledge of a foreign language, his proficiency will be tested.
- (6) All professional PCS returnees from overseas field stations who are determined by the Office of Training to have any degree of knowledge of a foreign language will have their proficiency tested.
- (7) Staff personnel assigned to headquarters or foreign field stations may acquire language proficiency through directed or voluntary study at internal or external facilities.

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d. RESPONSIBILITIES

- (1) Each Deputy Director will
- (a) Identify, for each of the organizational units of his directorate which has foreign language requirements, the languages needed, the necessary proficiency levels, the number of requirements at each level, and the minimum number of language-qualified personnel to satisfy the unit's language requirement, and identify positions in

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that unit according to the description given in paragraph 3c(1) above.

- (b) Select employees for these language-designated positions and organizational units.
- (c) Insure that his directorate has an adequate number of employees with tested foreign language capability to satisfy the directorate's requirements.
- (d) Submit to the Language Development Committee by 1 January of each year a list of employees for whom language requirements have been waived.
- (e) Formulate within one year after the issuance of this revised regulation a directorate policy for the development of language skills, considering, in addition to the specific operational needs of his directorate:
 - (1) The language requirements for junior professional officers,
 - (2) Encouragement of a courtesy level proficiency in the language of the host country for professional and non-professional employees assigned overseas,
 - (3) Inclusion of evaluative comments on language skills in fitness reports,
 - (4) Language aptitude and foreign language proficiency as factors in recruitment of new Agency employees, and in the determination of entering grade,

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(5) Use of Quality Step Increases as incentives for self-study of languages for which the directorate has a priority need, for superior achievement in sponsored study of such languages, and for development of usable proficiency in any language through self-study and personal effort while assigned overseas.

(6) Language competence as a factor in promotion.

(2) The Director of Personnel will

- (a) Record and report to the Deputy Director concerned and to the Language Development Committee the language and proficiency level requirements of organizational units and the language positions by type of designation (i.e., positions requiring language competence of all incumbents, positions requiring language competence of one or more incumbents, or positions requiring language competence to the extent necessary to meet the unit's overall general language needs. Positions with no language significance need not be reported.)
- (b) Refer all newly employed professional personnel who were not tested as applicants to the Office of Medical Services for scheduling of the Agency's language aptitude test.
- (c) Refer all professional employees entering on duty to the Office of Training for scheduling of language proficiency tests.

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- (d) Refer all professional PCS returnees from overseas ☐

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☐ to the Office of Training
for scheduling of language proficiency tests.

- (3) The Director of Training will

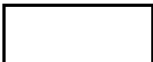
- (a) Define the levels of foreign language proficiency.
 - (b) Provide or arrange for all foreign language training as required by the Deputy Directors.
 - (c) Provide or arrange for all foreign language proficiency testing.
 - (d) Record and report to the Deputy Director concerned, to the Office of Personnel and to the Language Development Committee, the tested language proficiency of employees.
 - (e) Certify individual employee language proficiency as required by the Deputy Director concerned.
 - (f) Schedule when applicable all professional employees entering on duty or returning PCS from overseas ☐
☐ and such others as the directorates designate for language proficiency tests.
 - (g) Prepare for each Deputy Director quarterly reports on his employees who were scheduled for proficiency tests during the preceding 90 days and who have not been tested.
- (4) The Director of Medical Services, through his Assessment and Evaluation Staff, will

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- (a) Administer, directly or in conjunction with the Office of Personnel, the Agency's language aptitude tests and report the scores to the Office of Personnel and the Office of Training.
- (5) The Language Development Committee, consisting of one representative of each Deputy Director, one from the Office of Personnel, and the Director of Training or his Deputy, with the representative of the Office of Training as the chairman, will
 - (a) Advise senior Agency officials on policies and procedures related to the Agency's foreign language program.
 - (b) Prepare an annual progress report on the Agency's foreign language program for the Director of Central Intelligence.

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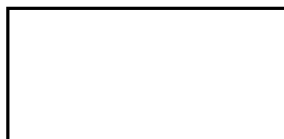
18 September 1968

TO: Mr. Coffey

Re your inquiry concerning incentives for Language Development Program.

25X1 The proposed revision of does include certain incentive provisions but not monetary incentives, which were dropped in August 1964. The incentives included in the proposed regulation are:

1. Language aptitude and foreign language proficiency as factors in recruitment of new Agency employees, and in the determining of entering grade.
2. Use of Quality Step Increases as incentives for self-study of languages, for superior achievement in sponsored study, and for development of usable proficiency through self-study and personal effort while assigned overseas.
3. Language competence as a factor in promotion.



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SECRET

DTR-1831

DD/S 68 4690

13 SEP 1968

MEMORANDUM FOR: Assistant Deputy Director for Support

SUBJECT : The Pending Language Regulation

REFERENCE : Telephone Conversation of 12 September 1968,
same subject

1. The regulation which you have before you is a product of the Language Development Committee and to the best of my knowledge has been approved by the DD/I and the DD/S&T as well as the DD/S. In the case of the DD/P, [] the DDP Training Officer, has the approval of Chief, OPSEER and states that within the next week he will take the regulation to Tom Karamessines for review. At the same time I requested [] that he do what he could to acquaint [] with the regulation in order to expedite its final approval.



Deputy Director of Training

SECRET

This Notice Expires 1 April 1967

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11 May 1966

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CIA FOREIGN LANGUAGE PROGRAM

1. On 1 February 1966 the Deputy Director approved a CIA Foreign Language Development Program to provide for a gradual build-up in the foreign language capabilities of the Agency. The program establishes the following goals:

a. By 31 December 1970 professional employees designated by their Directorates as serving in "foreign service" career fields will be expected to possess a fully useful speaking proficiency (intermediate or higher) in at least one foreign language.

b. After 31 December 1970 personnel assigned to positions for which specific language requirements have been established will be expected to possess the requisite language competence unless an exception is agreed upon on an individual basis by the responsible Operating Official and Head of Career Service.

c. Effective immediately all professional employees, as designated by Operating Officials, will be expected to possess at the time they arrive overseas or to acquire in the first six months after they arrive at least a speaking proficiency at a "courtesy" level. Nonprofessional employees and wives of employees serving abroad will be encouraged to acquire "courtesy" levels of proficiency; training will be provided in approved cases at Agency expense. In the United States, language training for nonprofessional employees and wives of employees serving abroad will be limited to that given by the Language School, OTR, unless otherwise approved by the Operating Official concerned.

2. Deputy Directors and the Director of Training, assisted by the CIA Foreign Language Development Committee, are responsible for implementing the provisions of the Language Development Program and ensuring that they are carried out. As an initial step, each Deputy Director shall prepare by 1 July 1966 a current statement of his foreign language requirements, showing the positions or proportion of positions in each component which require language competence and the specific languages and proficiency levels involved. This

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statement shall be updated at least annually. In addition, Deputy Directors shall furnish statements of their language training requirements to the Director of Training in a format being developed by the Director of Training. The initial statement shall be submitted to the Director of Training no later than 15 August 1966 and will show training requirements through 15 February 1967.

3. The program also requires that employees claiming foreign language skills shall be tested for these skills and that employees possessing skills below the native level shall be tested every three years. Staff employees in the headquarters area who claim language proficiencies that have not been tested are required to complete such tests by 31 December 1966. Employees serving overseas shall be tested within two weeks after their return to headquarters for duty.

4. Headquarters Regulation ☐ Language Development Program, is being revised to include the provisions of the new language policy. In the interim, questions arising from this notice should be addressed to Directorate representatives on the Language Development Committee.

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

R. L. BANNERMAN
Deputy Director
for Support

DISTRIBUTION: A

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